

24 FEBRUARY 2000



Personnel

**AVIATOR CONTINUATION PAY (ACP)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFPC/DPAOY (MSgt Eric Furlow)

Certified by: HQ AFPC/DPA
(Col James Whitmore)

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This instruction sets eligibility requirements and governs aviator bonus programs for all US Air Force pilots. This program does not apply to US Air Force Reserve, Air National Guard, or Medical Service Corps officers. This instruction implements Air Force Policy Directive 36-30, *Military Entitlements*.

This instruction requires information protected by the Privacy Act of 1974. Title 37, United States Code (U.S.C.), Section 301b authorizes you to collect and maintain the information. System of Records Notice, F177 AF AFC D, *Joint Uniform Military Pay System (JUMPS)*, applies. A Privacy Act Statement is printed on the Aviator Continuation Pay Agreement. Refer to **Attachment 1** for glossary of references, abbreviations, acronyms, terms and addresses. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management Program*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This change incorporates interim change (IC) 2000-01 (**Attachment 4**). This change introduces new eligibility criteria, guidance, and policies to the Program Elements section (**Chapter 1**) and Applying For ACP section (**Chapter 2**) and updates office symbols throughout publication. See the last attachment of the publication, IC 2000-01, for the complete IC. A “I” indicates revised material since the last edition.

Chapter 1

PROGRAM ELEMENTS

1.1. Determining Eligibility. HQ AFPC/DPAOY determines pilot eligibility. Each pilot must:

- 1.1.1. Be entitled to aviation career incentive pay (ACIP) under Title 37, U.S.C., Section 301a.
- 1.1.2. Be in a grade below O-7.
- 1.1.3. Qualify for operational flying duty.
- 1.1.4. Have no less than 6 nor more than 25 years of total aviation service.
- 1.1.5. Have completed the active duty service commitment (ADSC) for undergraduate pilot training (UPT), specialized undergraduate pilot training (SUPT), undergraduate pilot training-helicopter (UPT-H), or Euro-North Atlantic Treaty Organization Joint Jet Pilot Training. **NOTE:** No other ADSCs affect ACP eligibility.
- 1.1.6. Serve in a critical aviation specialty designated by the Secretary of the Air Force (SECAF) and approved by the Secretary of Defense.
- 1.1.7. Meet any additional eligibility criteria in the current year's implementation plan.
- 1.1.8. Modification of existing agreements will be at the discretion of the SECAF.
- 1.1.9. Interservice transfer pilots may be eligible for participation in the ACP program as long as all of the eligibility criteria are met.
- 1.1.10. Additional eligibility requirements may be specified via message.

1.2. ADSC for ACP. HQ AFPC/DPAOP, through coordination with HQ AFPC/DPPRS, will ensure pilots receiving ACP have their ADSC updated based on individual agreements. ACP agreement lengths are established in conjunction with each fiscal year's implementation plan. Specific agreement lengths will be specified in the implementation message.

- 1.2.1. When a pilot's ACP is suspended or terminated, ADSCs associated with ACP will not automatically be relieved or shortened. A pilot, whose ACP eligibility terminates prior to the completion of the ACP ADSC, may request an ADSC waiver in accordance with AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*.
- 1.2.2. The ACP ADSC doesn't guarantee that a pilot will remain on active duty indefinitely if earlier administrative separation or retirement is appropriate. For example, the Air Force may separate an aviator before the ACP ADSC date when that pilot has been twice deferred for promotion and not selected for continuation. The Air Force can also initiate involuntary separation for cause under AFI 36-3206, *Administrative Discharge Procedures* earlier than the ACP ADSC date.

1.3. Payment Schedules. For current ACP rates and payment schedules, consult the ACP implementation message.

- 1.3.1. Payments are subject to flat rate withholding of applicable federal and state taxes.

Table 1.1. Annual ACP Payment Rates (See note 1.).

R	A	B
U	If the aviator's completed years of total active federal commissioned service (TAFCS) is :	then the total ACP amount is based on an annual rate of (see note 2.)
L		
E		
1		\$12,000
2		\$12,000
3		\$11,000
4		\$11,000
5	10 years	\$9,500
6	11 years	\$8,000
7	12 years	\$6,500

NOTES:

1. HQ AFPC/DPAOY may specify additional eligibility requirements for the applicable year. Payments are subject to withholding of applicable federal and state taxes.
2. Law allows SECAF to pay ACP as a lump sum or in installments.

1.4. Disapproving Bonus Payments:

1.4.1. The ACP supervisor will recommend disapproval for pilots who:

- 1.4.1.1. Are awaiting an operational flying disqualification resulting from a flying evaluation board.
- 1.4.1.2. Are awaiting involuntary separation under AFI 36-3206.
- 1.4.1.3. Are awaiting or undergoing investigation into military or civil offenses which could result in a documented record of substantiated misconduct or substandard duty performance, as described in paragraph [1.4.1.4.](#)
- 1.4.1.4. Have a documented record of substandard performance or conduct which render them poor candidates for retention under the terms of an ACP agreement.
- 1.4.1.5. Have a documented record of aviator skills and officer performance that makes them ineffective for rated duty.

1.4.2. If any of the above-listed conditions change, the pilot may reapply for ACP.

1.5. Terminating, Suspending, or Recouping ACP:

1.5.1. HQ AFPC/DPAOY ends further ACP payments when a pilot:

- 1.5.1.1. Is dismissed or discharged for cause.
- 1.5.1.2. Separates after declining selective continuation.
- 1.5.1.3. Voluntarily retires or separates before finishing the ACP ADSC.

1.5.1.4. Is disqualified for aviation service for cause according to AFI 36-2214, *Aviation Service, Aeronautical Ratings, and Badges*.

1.5.1.5. Separates after being passed over for promotion or selected by a reduction in force (RIF) board.

1.5.1.6. Is promoted to colonel.

1.5.1.7. Dies while on active duty.

1.5.2. HQ AFPC/DPAOY suspends ACP payments when a pilot under ACP contract:

1.5.2.1. Is suspended from aviation service according to AFI 36-2214.

1.5.2.2. Is medically disqualified for aviation service.

1.5.2.3. Loses entitlement to aviation career incentive pay.

1.5.3. HQ AFPC/DPAOY recovers ACP from the pilot under the conditions of paragraphs **1.5.1.** or **1.5.2.** in accordance with **Table 1.2.** Recovery will also be affected in those instances where ACP is paid through an administrative error. See **Table 1.2.** for full details.

Table 1.2. Aviator Continuation Pay Recoupment.

R U L E	A	B	C	D	E
	If the reason for failure to complete aviation service is:	and the effective date of the disqualification or separation is:	then the next scheduled payment is:	and future anniversary payments are:	and any unearned portion of the bonus is:
1	Voluntary (See note 1.)	after next anniversary payment	prorated for separation date	not paid	recouped.
		after most recent but before the next anniversary payment	not paid	not paid	recouped.
2	Involuntary (See note 2.)	after next anniversary payment	prorated for remaining aviation service	not paid	not recouped.
		after most recent but before the next anniversary payment	not paid	not paid	not recouped.
3	Involuntary (See note 3.)	after the next anniversary payment	not paid	not paid	recouped.
		after the most recent but before the next anniversary payment	not paid	not paid	recouped.

4	Death (See note 4.)	immediate	not paid	not paid	not recouped.
5	Involuntary (See note 5.)	after next anniversary payment	not paid	not paid	recouped
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NOTES:

1. Includes pilots who separated under early release programs, were released for training in other competitive categories such as medicine or law, or declined to continue serving. (Although declination to continue serving precipitates an involuntary separation or retirement action, the action to decline continuation is voluntary and precludes an individual pilot from completing aviation service established by the aviation continuation pay agreement).
2. Rule 2 includes medical groundings and disability retirements or separations; separation due to promotion non-selection or RIF actions.
3. Rule 3 includes separation for cause; loss of aviation qualification; and administrative disqualification.
4. If a pilot dies on active duty while serving under an ACP agreement and who is not subjected to a regulatory/statutory recoupment, a lump sum in the total amount of payments remaining unpaid under the agreement at the time of death will be included in the final settlement of the officer's military pay account.
5. Twice non-selected for promotion pilots who have entered into agreements terminating at 20 or 25 years of aviation service and are subsequently retired because of statutory limits, will have all ACP payments in excess of the statutory retirement date recouped.

Chapter 2

APPLYING FOR ACP

2.1. Pilots. Review these instructions before receiving counseling from your ACP supervisor. If you are erroneously identified for ACP, notify HQ AFPC/DPAOP. If you were not notified of eligibility for ACP and believe this was in error, notify HQ AFPC/DPAOP in writing. Sample ACP agreements are available on the ACP web site at <http://afas.afpc.randolph.af.mil/acp/default.htm>.

2.1.1. In most cases, ACP supervisors will be notified electronically via the HQ AFPC AMS Web. The notification should take place at the beginning of each fiscal year as a minimum. Updates will be made as required. You may view your agreement at any time during the fiscal year by logging into the AMS Web to review your personal information.

2.1.1.1. Inform your ACP supervisor when you decide to accept or decline ACP. ACP agreements are available for signature/downloading from the AMS Web 90 days prior to your eligibility date. The agreement remains available for signature as long as you are eligible. If you accept ACP after your initial eligibility date, the date you sign the ACP agreement becomes the effective date.

2.1.1.2. Sign and date the completed ACP agreement.

2.1.1.3. Keep a copy of the signed agreement for your records.

2.1.1.4. Ensure you meet eligibility criteria for ACP, such as removing an established date of separation (DOS).

2.1.1.5. Your signed ACP agreement is available for viewing any time by logging into the AMS Web. If unable to access the AMS Web, contact HQ AFPC/DPAOP.

2.1.2. If the ACP supervisor disapproves your ACP request, endorse the supervisor's disapproval memorandum. You may submit a rebuttal memorandum to your ACP supervisor within 10 duty days after you receive an ACP disapproval notification for inclusion in your ACP request package. This package will be processed through the wing commander or equivalent and HQ AFPC/DPAOP for final disposition.

2.2. Supervisors. ACP supervisors are the pilot's primary contact for ACP questions and will:

2.2.1. Ensure each eligible pilot reviews this AFI before counseling. Encourage pilots to visit the ACP web site to obtain more information.

2.2.2. Counsel each eligible pilot on the program, including amounts, associated ADSC, and ACP effective date.

2.2.3. When a pilot is ready to sign an agreement, download the agreement from the AMS web. Individual agreements are available for signature 90 days prior to the initial ACP eligibility date. After downloading the agreement, complete it IAW the instructions located on the ACP Webster and in AMS. ACP agreements signed after the eligibility date may result in a reduction in the total ACP entitlement. Sign and date the agreement then mail to HQ AFPC/DPAOP. Although you may fax a copy of your agreement to speed up processing, the original agreement must be kept on file at DPAOP.

2.2.4. Processing disapprovals:

2.2.4.1. Complete the agreement and circle "Recommend Disapproval" on it.

2.2.4.2. Write a memorandum that substantiates why pilots were disapproved (see [Attachment 3](#)) and attach pertinent documents.

2.2.4.3. Have disapproved pilots sign the disapproval memorandums to acknowledge notification. Counsel disapproved pilots that they may submit rebuttals within 10 duty days.

2.2.4.4. Give each a copy of the agreement and notification memorandum. Keep the original memorandums pending any rebuttals.

2.2.4.5. Forward the disapproval package to the wing commander, or equivalent, after you receive the aviator's rebuttal memorandum, or in 10 duty days, whichever comes first.

2.3. Wing Commander or Equivalent:

2.3.1. Keep ACP supervisors informed.

2.3.2. Make sure that disapprovals are in the Air Force's best interests. If you don't agree with an ACP supervisor's disapproval, return the package to the supervisor to reprocess as an acceptance. If you agree with the ACP supervisor's disapproval, sign the memorandum and forward the package to the MPF for processing.

2.4. MPF. The FY00 ACP program significantly diminishes the role of the MPF. MPF involvement is at the discretion of the wing commander. Individual units handle all administrative processes for eligible pilots.

2.4.1. There may be isolated instances where an MPF must process an ACP agreement. For example, an MPF may have administrative responsibility for a pilot not physically located on their base. In those cases, the MPF should work with HQ AFPC/DPAOP and the pilot to ensure agreements are processed in a timely manner.

2.4.2. Receive original ACP agreements and forward them to HQ AFPC/DPAOY after verifying contract information.

2.4.3. Contact HQ AFPC/DPAOY to get new pay amounts for aviators who accept ACP after their eligibility date.

2.4.4. Forward disapproval packages to the MAJCOM POC. Retain a copy for your files.

2.4.4.1. Notify the wing commander or equivalent when the MAJCOM returns a disapproval package. After the wing commander or equivalent notifies the aviator, forward the complete package to HQ AFPC/DPAOY.

2.5. MAJCOM Director of Personnel (DP). Designate an ACP point of contact.

2.5.1. Review the eligibility rosters and report discrepancies to HQ AFPC/DPAOY.

2.5.2. Forward ACP disapproval packages from servicing MPFs to the final disapproval authority. After a final determination is made, return the package to the servicing MPF.

2.6. Field Operating Agencies (FOA), Direct Reporting Units (DRUs), Joint Staffs, and HHQs: ACP agreements for pilots at these agencies are available via the AMS Web. All personnel outside normal AF channels must contact HQ AFPC/DPAOP to process ACP agreements.

2.6.1. Agreements for pilots without an AF officer in their immediate chain of command are approved/disapproved by HQ AFPC/DPAOP.

2.6.2. Pilots in the grade of O-6 may access and print their ACP agreements. HQ AFPC/DPAOP will act as the final approval/disapproval authority.

2.7. Air Force Personnel Center (AFPC). The AFPC commander has the overall responsibility for implementing ACP. HQ AFPC/DPAOY is the OPR and will:

2.7.1. Distribute eligibility rosters and ACP information to MAJCOM POCs and MPFs.

2.7.1.1. Maintain an accurate database of ACP program information and statistics.

2.7.1.2. Notify individuals of ACP policy changes via message and web site announcements.

2.7.2. Coordinate and monitor program developments and actions.

2.7.3. Retain source documents until they are transferred to microfiche.

2.7.4. Review records of ACP individuals prior to future payments to ensure continued eligibility.

2.7.5. Update MPF pay amounts for aviators who accept ACP after their eligibility dates.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 37, U.S.C., Section 301B

Abbreviations and Acronyms

ACIP—Aviator Career Incentive Pay

ACP—Aviator Continuation Pay

ADSC—Active Duty Service Commitment

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

CV—Vice Commander

DOS—Date of Separation

MAJCOM—Major Command

MPF—Military Personnel Flight

POC—Point of Contact

RIF—Reduction in Force

SECAF—Secretary of the Air Force

Terms

ACP Agreement—The aviator's application for ACP. After the approval authority signs it, it becomes a legal contract. See [Attachment 2](#).

ACP Approval Authority—The ACP supervisor is the lowest approval authority.

ACP—Disapproval Authority--The final disapproval authority is the MAJCOM commander or vice commander for those aviators assigned to a MAJCOM. For aviators assigned outside a MAJCOM, this authority rests with the first Air Force flag officer or USAF civilian equivalent in the aviator's chain of command; or if there are no such officials in the chain of command, the first flag officer or civilian equivalent in the aviator's chain of command.

ACP Fact Sheet—A HQ AFPC/DPAOP information checklist for the current fiscal year's ACP program. It answers commonly asked questions.

ACP Supervisor —This individual is responsible for counseling and approving ACP-eligible pilots. For pilots assigned to a squadron, the squadron commander is the ACP supervisor. For pilots assigned to a wing (wing staff, command post, etc.), but outside a squadron, the operations group commander is the ACP supervisor. For pilots not in a squadron or wing (for example, MAJCOM headquarters, military schools, or joint and exchange positions), the first USAF field grade officer or USAF civilian equivalent in the pilot's chain of command is the ACP supervisor. If no USAF field grade officer or USAF civilian

equivalent exists in a pilot's immediate chain of command, HQ AFPC/DPAOP will provide a supervisory function.

- | **Aviation Service Date** — The effective date of the initial order to perform aviation service.
- | **Conditional Criteria** — Conditions which must be corrected to be eligible for ACP. For example, pilots may appear on an ACP eligibility roster with a voluntary DOS. Before pilots can receive ACP, they must withdraw the voluntary DOS.

Effective Date—The date an ACP agreement begins, that is, the date from which pay amounts are computed. The effective date and eligibility date are the same when an aviator accepts ACP on or before the eligibility date. When an aviator accepts ACP after the eligibility date, the ACP effective date is the date on which the aviator signs the ACP agreement.

Eligibility Date—The date an aviator is first eligible for ACP.

Eligibility Roster—Names, payment amounts, eligibility dates, and related information.
- | **Recall Pilot** — Any pilot who has recently joined or returned to active duty from the guard/reserve or from a non-military status.

Attachment 2

SAMPLE AVIATOR CONTINUATION PAY (ACP) AGREEMENT

1. Under 37 U.S.C., Section 301b and in consideration of receiving ACP in the amount of \$ _____, I, _____ (Name/Rank/SSN) _____ agree to remain on active duty until _____ at which time I will complete 14 years of active commissioned service.

2. CONDITIONS OF AGREEMENT. I understand and agree that:

a. The effective date of this Agreement is _____. Payment will be made to me as follows: \$ _____ on the eligibility date and \$ _____ on each anniversary date thereafter until I receive a final payment of \$ _____.

b. The active duty service commitment (ADSC) under this agreement will be 14 years from my total active federal commissioned service date. If I have set a date of separation (DOS) earlier than my ACP ADSC date, I will take action to withdraw my voluntary DOS.

c. My entitlement to ACP stops immediately if:

I attain the grade of colonel.

I am permanently disqualified for aviation service for medical or other reasons.

I am no longer entitled to aviation career incentive pay (ACIP).

I am dismissed or discharged for cause.

I retire or separate for any reason authorized under any provision of law.

d. Any unearned portion of ACP paid me is considered a debt to the US government and will be recouped if my ACP entitlement stops because I am:

Permanently disqualified from aviation service due to misconduct or willful neglect.

Dismissed.

Discharged for cause.

Separated after declining selective continuation.

Voluntarily retired or separated before completing this ACP ADSC.

e. I cannot legally discharge the debt through bankruptcy and that the US government may recoup any unearned ACP. If my ACP entitlement stops for any other reason, the US government will not recoup previous payments. For example, money will not be recouped based on Reduction in Force or Selective Early Retirement Board results. If I want to retire or separate before I finish my ACP ADSC, the Secretary of the Air Force (SECAF) based on Air Force needs must approve or disapprove. The SAF will not be influenced by my offer to repay ACP.

f. This contract does not guarantee that I will continue to serve until I complete my 14th year of commissioned service.

NOTE: The amounts in this agreement are valid only if signed and approved on or before the effective date in paragraph 2a.

Date

Signature

Approved/Recommend Disapproval

_____(Signature)_____

Typed Name/Grade of Sq Cmdr/Supr/Date

_____(Signature)_____

Typed Name/Grade of Verifying MPF/Date

PRIVACY ACT STATEMENT

AUTHORITY: Title 37 U.S.C., Section 301b

PURPOSE: To provide information necessary for the approval authority to determine if applicant meets all requirements for the award of Aviator Bonuses.

ROUTINE USES: For processing activities and approval authority to determine if applicant meets all eligibility requirements for the program. Use of SSN is necessary to make positive identification of the individual and records.

DISCLOSURE IS VOLUNTARY: If the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

Attachment 3

SAMPLE AVIATOR CONTINUATION PAY DISAPPROVAL MEMORANDUM

MEMORANDUM FOR (ELIGIBLE AVIATOR)

(date)

FROM: ACP Supervisor

SUBJECT: Notification for Recommended Disapproval of Aviator Continuation Pay (ACP) - ACTION MEMORANDUM

I recommend disapproving your ACP based on (explain the reasons here). A copy of this memorandum is attached to your agreement and will be forwarded through the wing commander (or equivalent) to (your MAJCOM commander or equivalent).

You may write a rebuttal to accompany this recommendation. You must submit your rebuttal within 10 duty days from the date you endorse this memorandum.

Sign and date acknowledging that you received this memorandum. Indicate in your endorsement if you will write a rebuttal.

(signature)

(name, grade ACP supervisor)

1st Ind (functional address symbol of eligible aviator)

(date)

TO: (wing commander or equivalent)

I acknowledge receipt of your notification of recommended disapproval of ACP. I (will)(won't) submit a written rebuttal.

(signature)

(typed name, grade of eligible aviator)

Attachment 4**IC 2000-01 TO AFI 36-3004, AVIATOR CONTINUATION PAY (ACP) PROGRAM****24 FEBRUARY 2000*****SUMMARY OF REVISIONS***

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1.1.2. Be in a grade below O-7.

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1.1.8. Modification of existing agreements will be at the discretion of the SECAF.

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2.7.1.1. Maintain an accurate database of ACP program information and statistics.

2.7.1.2. Notify individuals of ACP policy changes via message and web site announcements.

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DOS—Date of Separation

MAJCOM—Major Command

MPF—Military Personnel Flight

POC—Point of Contact

RIF—Reduction in Force

SECAF—Secretary of the Air Force

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ACP Agreement--The aviator's application for ACP. After the approval authority signs it, it becomes a legal contract. See attachment 2.

ACP Approval Authority--The ACP supervisor is the lowest approval authority.

ACP Disapproval Authority--The final disapproval authority is the MAJCOM commander or vice commander for those aviators assigned to a MAJCOM. For aviators assigned outside a MAJCOM, this authority rests with the first Air Force flag officer or USAF civilian equivalent in the aviator's chain of command; or if there are no such officials in the chain of command, the first flag officer or civilian equivalent in the aviator's chain of command.

ACP Fact Sheet--A HQ AFPC/DPAOP information checklist for the current fiscal year's ACP program. It answers commonly asked questions.

ACP Supervisor – This individual is responsible for counseling and approving ACP-eligible pilots. For pilots assigned to a squadron, the squadron commander is the ACP supervisor. For pilots assigned to a wing (wing staff, command post, etc.), but outside a squadron, the operations group commander is the ACP supervisor. For pilots not in a squadron or wing (for example, MAJCOM headquarters, military schools, or joint and exchange positions), the first USAF field grade officer or USAF civilian equivalent in the pilot's chain of command is the ACP supervisor. If no USAF field grade officer or USAF civilian equivalent exists in a pilot's immediate chain of command, HQ AFPC/DPAOP will provide a supervisory function.

Aviation Service Date – The effective date of the initial order to perform aviation service.

Conditional Criteria –Conditions which must be corrected to be eligible for ACP. For example, pilots may appear on an ACP eligibility roster with a voluntary DOS. Before pilots can receive ACP, they must withdraw the voluntary DOS.

Effective Date--The date an ACP agreement begins, that is, the date from which pay amounts are computed. The effective date and eligibility date are the same when an aviator accepts ACP on or before the eligibility date. When an aviator accepts ACP after the eligibility date, the ACP effective date is the date on which the aviator signs the ACP agreement.

Eligibility Date--The date an aviator is first eligible for ACP.

Eligibility Roster--Names, payment amounts, eligibility dates, and related information.

Recall Pilot --Any pilot who has recently joined or returned to active duty from the guard/reserve or from a non-military status.